

NC DEPARTMENT OF CRIME CONTROL & PUBLIC SAFETY
Certified Law Enforcement Branch
Public Safety Officer

Description of Work: The primary purpose of the Public Safety Officer is to provide Butner jurisdiction with police and fire protection, to protect lives and property, and to provide a safe and secure environment for all persons to live and work. The Public Safety Officer is uniquely responsible for both law enforcement and fire fighting responsibilities. Law enforcement work involves patrolling an assigned area for response to complaints or calls for service and for detection of violations in the enforcement of State laws and applicable regulations. Duties include apprehending observed violators committing offenses, investigating violations or complaints in order to assess and handle cases, collection and preservation of evidence and the chain of custody, testifying in court proceedings and performing related work. Fire fighting work involves responding to all calls in the Butner jurisdiction, post-fire investigations, fire prevention, and equipment preventative maintenance. The role of police/fire does not shift from one to the other as circumstances change, but rather, are simultaneously carried out. An officer in a fire role may take law enforcement action at the scene of a fire, likewise, a police officer may engage in fire fighting at the scene of a crime. The Public Safety Officer may also simultaneously be required to carry out responsibilities of on-call driver, range patrol, programs officer, fire inspector, and/or investigator. Due to the additional responsibilities assigned to Butner Public Safety above that which is allowed statutorily under police authority, Butner Public Safety Officers are statutorily given the authority of that of a sheriff of a county.

Minimum Training and Experience

Graduation from high school or possession of a high school equivalency certificate.

Necessary Special Qualifications

Certification as a Law Enforcement Officer in accordance with the provisions of the North Carolina Criminal Justice Training and Standards Commission or Certification as a Fire Fighter in accordance with the provisions of the State Office of the Fire Marshall

Competency Profile	Definition
<i>Technical Knowledge</i>	Understands the concepts, practices, and theories used in the technical specialty area under his/her direct control and applies these specific or broad disciplines that include varied levels of detail.
<i>Effective Communication</i>	Conveys concepts and issues clearly to others, verbally, non-verbally, and in writing. Communication emphasizes listening and understanding between parties.
<i>Work Management</i>	Establishes a set of tasks and activities associated with an intended outcome and timeline.
<i>Decision-Making / Judgment</i>	Takes action consistent with available facts, constraints, and probable consequences; using effective approaches for choosing a course of action or developing appropriate solutions and/or reaching conclusions. Weighing alternative action and making decisions that incorporate facts, opinions, tangible and/or intangible factors.

NC DEPARTMENT OF CRIME CONTROL & PUBLIC SAFETY
Certified Law Enforcement Branch
Public Safety Officer

Functional Competencies	Contributing	Journey	Advanced
<i>Technical Knowledge</i>	Knowledge of criminal and traffic laws to regularly enforce criminal and traffic violations. Knowledge of investigative techniques and case preparation requirements for routine traffic, criminal and missing persons cases. Knowledge of standard law enforcement equipment, its care, and safe use according to BPS protocol. Knowledge of fire suppression and fire fighting techniques. Knowledge of standard fire fighting equipment, its care, and safe use according to BPS protocol.	Advanced knowledge of criminal and fire investigations. Thoroughly follows-up investigation of leads or information that develops subsequent to initial investigation. Participates in investigative efforts with other federal, state, or local agencies. Advanced knowledge of fire suppression and fire fighting techniques. Responds to fires and performs appropriate firefighting procedures including interior attacks. Knowledge of facility, equipment, and apparatus maintenance.	Controls any emergency response situation i.e. crime scene operation, auto accidents, rapid deployment, major crime etc. as a Watch Commander. Serves as Incident Commander in emergency situations. Working knowledge of proper operation of all fire apparatus. Coordinates maintenance of facility, equipment, and apparatus maintenance.
<i>Effective Communication</i>	Communicates effectively through interpersonal interactions and written documentation. Knowledge of the court process and clearly and concisely presents evidence. Knowledge of proper completion of standard forms and reports.	Completes written reports accurately and completely. Presents information on laws and fire suppression to community members and groups. Prepares documents without pre-established formats.	Develops/designs presentations and training materials. Employs formal conflict and mediation skills. Reviews platoon/section reports for accuracy in the absence of supervisor.
<i>Work Management</i>	Applies established work rules, standards, guidelines and policies.	Continuously monitors own performance and uses feedback from others to manage own performance. Establishes work standards to achieve high level of quality, productivity, or service.	Manages and directs employees in general patrol and traffic enforcement and investigative work. Acts as Watch Commander as assigned.
<i>Decision Making / Judgment</i>	Makes determinations by following specific guidelines, standard operating procedures, laws, rules, and/or regulations.	Recognizes issues, problems or opportunities and determines what action is needed.	Makes independent decisions without supervisory input, by interpreting and/or incorporating laws, rules, and/or regulations that impact statewide programs/activities, and/or local government, or the public, as a whole.